DEPARTMENT: James City Service Authority

NATURE OF WORK:

This is advanced professional and managerial work.

Directs James City Service Authority water and sewer operations, maintenance, customer services, construction programs. Work is performed under the executive direction of the County Administrator. Serves as the chief administrative officer for the JCSA Board of Directors.

ESSENTIAL FUNCTIONS OF THE JOB:

Manages water and sewer operations, customer services, and construction programs for the Authority; directly supervises division directors and other staff.

Prepares Authority operation and capital budget requests and monitors purchases and expenditures.

Conducts studies and prepares technical reports, recommendations, and ordinances.

Directs the review of developer plans for compliance with engineering, legal, and financial requirements of the utility policy.

Administers the Authority water and sewer policy. Interprets policy to the public, reviews the policy and recommends amendments, revisions, and updating.

Responsible for utility planning and engineering by JCSA Chief Engineer and developers.

Responsible for operation and maintenance of sewage pumping stations, water pumping stations, water storage tanks, and water and sewer mains.

Interacts with water and sewer customers relating to operations of utility programs.

Responsible for customer services for water and sewer customers.

Interacts with development community relating to utility extensions and expansions.

Interacts with regional utility directors to coordinate regional programs of mutual benefit.

Performs related work as required.

WORK LOCATION AND EQUIPMENT OPERATED:

Duties are performed in an office setting. Operates standard office equipment to include computer keyboard, telephone, calculator, etc. Requires driving Authority or personal vehicle to meeting and other

Authority locations.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Thorough knowledge of effective management principles, practices, methods, and techniques.

Thorough knowledge of principles and techniques of public administration.

Considerable knowledge of utility and construction operations.

Ability in budget planning and management and personnel management.

Ability to perform a wide range of administrative tasks in the direction of public utility programs.

Ability to communicate clearly and concisely both orally and in writing.

Ability to establish effective working relationships with contractors, County officials, and the general

public.

MINIMUM QUALIFICATIONS:

Master's degree in business or public administration or a related field, plus a minimum of five years of directly related management experience; or any equivalent combination of acceptable education and

experience providing the knowledge, skills, and abilities cited above.

Date: June 2003 gmjcsa.219 102 01

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IDENTIFICATION OF GENERAL APTITUDES AND PHYSICAL REQUIREMENTS

Position Title: <u>General Manager</u> Department: <u>JCSA</u>	Position Number: 219 Division:				
	e identify the general aptitudes and physical requirement who have the position must be able to perform all essenti- dation.				
I. Mental Abilities: General learning ability underlying principles.	The ability to "catch on" or understand instructions ar				
 ☑ Ability to understand and follow oral instructions ☑ Ability to understand and follow written ins ☑ Ability to guide and/or give instructions ☑ Ability to make decisions in accordance with ☑ Not essential to job function 	truction				
them effectively. To con	nnings of words and ideas associated with them and to us inprehend language, to understand relationships between meanings of whole sentences and paragraphs. To presently.				
1. Speaking/Talking:	2. Hearing/Listening:				
 ☑ Answering telephone, radio, or switchboard ☑ Communicating with County officials ☑ Communicating with general public ☑ Communicating with vendors ☑ Communicating with supervisors and/or with 	 ☑ Ability to distinguish between different tones ☑ For communication with County officials, public, vendors, supervisors and/or other employees ☐ Not essential to job function 				
other employees ☑ Communicating with others	3. <u>Reading</u>: (ability to read and understand text) ☑ Essential to job function				
Not essential to job function	Not essential to job function				

Ш	. Numerical: Ability to perform arithme	etic operations quickly and accurately.
	 ☑ Ability to mentally perform accurate tw ☑ Ability to perform accurate calculation by a calculator, adding machine or me ☑ Not essential to job function 	s aided
IV.	solid objects. May geometry problems.	nd forms in space and understand relationships of plane and be used in such tasks as blue print reading and in solving Frequently described as the ability to "visualize" objects of two or to think visually of geometric forms.
	☑ Essential function☑ Not essential function	
V.		dinate eyes and hands or fingers rapidly and accurately in movements with speed. Ability to make a movement response quickly.
1.	Manual Dexterity: Ability to move the and turning motion	hands easily and skillfully. To work with the hands in placing s.
	 ☑ Use telephone ☑ Use switchboard ☑ Use radio/console ☑ Use a calculator ☑ Use a copy machine ☑ Use a fax machine 	 ☑ Manipulate computer keyboard and mouse ☑ Use postage machine ☑ Use hand tools ☑ Use power tools ☑ Other: ☑ Not essential to job function
2.		ingers and manipulate small objects with the fingers rapidly or mple: electrical wiring.
	☑ Essential to job function☑ Not essential to job function	
	Explain:	

VI. Physical Demands:

1. <u>Strength</u>: The quality, state or property of being strong. The power to withstand strain, force or stress.

Please check (in appropriate boxes below.

Ability to	manipul	ate mate	Frequen	cy of Manip	oulation				
	5- 5-10 10-15 15-25 25-50 50+							Frequently	Continuously
Lift					/		✓		
Push/Pull					/		✓		
Hold/Carry					V		/		

HUIU/	Cally									
Manip	ulation done from	n: ⊠ gro	ound to w		⊠ waist l k all that		waist to	shoul	der 🗖 above	shoulder
Not es	sential to job fun	ection:	Lift	☐ Pt	ush/Pull		Hold/Ca	rry (Check all tha	t apply)
2. <u>Cl</u>	imbing: To m	ove up o	r mount	by using	the hand	s or feet				
	Ladders			<u>Stairways</u>				Ste	<u>eps</u>	
	Step stool			1 fligh	ıt			1-2		
\boxtimes	8' to 10' step lad	der		2 fligh	its			2-3		
\boxtimes	Extension ladde	r	Σ	3 or m	ore fligh	ts	×	4 or	more steps	
	Other		_	Other			□	Oth	er	
	Not essential to	job funct	ion [Not es	sential to	job func	ction \Box	Not	essential to jo	ob function

3. Ability to Stand, Sit, Walk, and Run:

Please check () in appropriate boxes below.

	Ι	Ouration	(hours	'day)	Occasionally	Frequently	Continuously		
	0-1	1-3	3-5	5-7	7-9	9+			
Stand	V						/		
Sit				/				✓	
Walk	/						✓		
Run									

If walking or running, over wh	at type of terr	rain? ⊠	flat	☐ rough	☐ both
Not essential to job function:	☐ Stand	☐ Sit	☐ Walk	⊠ Run	(Check all that apply)

4. Stooping, Kneeling, Crouching, and/or Crawling:

To bend forward or down from the middle of the waist or the middle of the back, to bend downwards, t
lower oneself and/or to move freely on hands and knees.

						Daily	Amounts		
				5-20x		20-50x			50+x Not essential to job function
5.	Reachi	ng, Ha	<u>ndlin</u>	ıg, Finge	ring, a	nd/or Fe	eling:		
				l, or put fo			To touch o	or gra	sp something, by extending or stretching
						Daily	Amounts		
				5-20x		20-50x			50+x Not essential to job function
6.	Seeing:	То ре	rceive	e or comp	rehend l	by the sen	se of sigh	t.	
	Essentia	Periph Night v Focus Color j Depth	eral v vision (distin perce) perce	rision n nctness or ption (disc	clarity)	e between	n colors)		Check all that apply) ween objects)
VI	II. Driv	ing: T	he ab	oility to tra	ansfer o	r convey i	n a vehicl	e.	

Transmission	Standard	Automatic	Multi-Gears	
Car				
Van				
Small Truck				
Medium Truck				
Large Truck				
Truck w/Equipment				
Heavy Bus Equipment				
Not essential to job function	n 🗖			
Other (list)				

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